



IDAHO REAL ESTATE COMMISSION

REE-070-8
Rev. 07/08

(208) 334-3285 TRS (Telecommunications Relay Service) 1 800 377-3529

Commission Use Only

Date Filed _____

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BRANCH OFFICE LICENSE APPLICATION

(THIS APPLICATION MUST BE COMPLETED BY THE DESIGNATED BROKER ESTABLISHING THE BRANCH OFFICE.)

A Broker's branch office must operate under the same name as the main office. The branch manager in charge shall be so designated at the time of this application. The branch office license shall expire on the same birth month date as the expiration date shown on the license of the designated broker establishing the branch office.

Notice in writing shall be immediately given to the Idaho Real Estate Commission for any change of: (1) address of the branch office, (2) change in branch manager, (3) closure of the branch office-- with the proper fees and attachments.

IDAHO REAL ESTATE COMMISSION
633 N 4TH ST
PO BOX 83720
BOISE ID 83720-0077

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION: A completed *Notice of Change* form for the branch manager.

1. Name of the designated broker _____
First M.I. Last Suffix
2. Firm Name _____
3. Main office address _____
Street P. O. Box
City County State Zip Code Phone Number Fax Number
4. Business Address of proposed branch office _____
Street PO Box
City County State Zip Code Phone Number Fax Number
5. Name of the proposed Branch manager _____
6. The Branch Manager must have completed the Idaho Broker Management or Business Conduct and Office Operations (BCOO) course within the previous 3 years. This requirement applies to all Branch Manager applicants, even those licensed in another state and/or applying under a license recognition agreement.

<u>Required Course (check one)</u>	<u>Provider</u>	<u>Location (city.state)</u>	<u>Completion Date</u>
<input type="checkbox"/> Idaho Broker Management	_____	_____	_____
<input type="checkbox"/> BCOO	_____	_____	_____
7. FEES: \$50 for the Branch Office, the appropriate manager fee (if a new application), and a list of licensees affected by the change.

I request an optional license certificate for only the company .
(Add \$15 for each certificate) ☐ YES ☐ NO

I request an optional license certificate for all licensees affected by this application.
(Add \$15 for each certificate) ☐ YES ☐ NO

The designated broker herein fully understands that a branch office shall have the branch manager regularly occupying it and in charge of said office. Business performed in the branch office, such as advertising, listing, closing, depositing of funds, writing of checks, and the issuance of receipts, shall be under the direct supervision and in the name of the designated broker. The designated broker also understands that trust account records and original files must be maintained at the branch office location.

If you want an e-mail notice that the Commission has received your completed application, provide your e-mail address:

PLEASE NOTE: Applications are processed in the order they are received. Updates on the status of license applications will NOT be given over the phone. You will receive a notification by U.S. Mail when your application has been approved. You may also check the "Licensee Search" section of our website at www.irec.idaho.gov for status information. When your business name and license number appear on the website, the license has been.

8. Signature of designated broker _____ Date _____

9. Signature of proposed branch manager _____ Date _____

Because of rising costs associated with issuing a refund, it is the policy of the Idaho Real Estate Commission (IREC) to refund overpayments of under \$25 only if requested in writing within 30 days of IREC receipt of the overpayment. Overpayments of \$25 or more will be automatically refunded to the licensee. There will be a \$20 fee assessed for each check returned to IREC for insufficient funds.